

SWANBOURNE HOUSE



GAP STUDENT
CANDIDATE PACK

“THANK YOU FOR YOUR INTEREST IN THE ROLE OF GAP STUDENT AT SWANBOURNE HOUSE.



At Swanbourne House our mission is to unlock and develop the confidence and individual talents of each child by providing our pupils with an engaging, collaborative and progressive teaching and learning community based on mutual respect, an understanding of individual needs and the willingness to rise to challenge.

In the context of a character and values education we ensure that our day and boarding pupils are well prepared for their next school and adult lives in a fast-moving and challenging globalised world.

Additionally it is our aim to provide our staff with the support which you need so that you can respond enthusiastically to the challenges which being part of a busy school entails.

At Swanbourne House we take a particular pride in our reputation for a broad education and we recognise that this is built very much on the commitment and skills of our staff.

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Mrs Jane Thorpe
Head at Swanbourne House School.

OUR VISION

- > To nurture every pupil, enabling them to be resilient and build self-worth, through the widest variety of opportunities.
- > To provide our pupils with an engaging, collaborative and progressive teaching and learning community based on mutual respect, an understanding of individual needs and the willingness to rise to challenge.
- > To ensure both day and boarding pupils are well prepared, within the context of a character and values education, for their next school and adult lives in a fast-moving and challenging globalised world.

DISCOVER THE #SWANBOURNESPIRIT

Swanbourne House School is a co-ed prep school for ages 3 to 13 based in the Buckinghamshire countryside, around 20 mins from the thriving new town of Milton Keynes.

Our curriculum provides a broad education with strong academic foundations, allowing pupils with a range of abilities, interests and learning styles to flourish.

It's a **progressive approach** that ensures children are ready to take on the challenges of the next stage of their education with courage and confidence. In September 2019, we replaced Common Entrance with the Pre-Senior Baccalaureate, an assessment model that seeks fairly and accurately to quantify a pupil's all-round achievements in the 11s and Top Year. A final summative Baccalaureate Certificate accompanies the transfer to senior schools and offers a 360° assessment of a pupil's progress, knowledge, skills and attitudes.

The breadth and balance within the curriculum entices pupils to engage fully in the range of lessons they have each day. Activity and investigation enable our pupils to be confident in thinking for themselves and to be resilient when problem solving.

An education at Swanbourne House School has a hands-on feel where children increasingly take ownership of, and pride in, their education. We are passionate about developing in the children, genuine awe, wonder and curiosity at the complexities of life and the world about us – past, present and future.



GAP STUDENT

Gaps are responsible under the direction of the Head of Boarding, for assisting the academic and pastoral development of the children in the school and to undertake a variety of additional tasks that support the wider marketing and operations of the School. Gaps are not expected to teach children in the formal sense, they will not be placed in charge of any group of children without a full member of staff being present or having established the activity.

We have suitable dedicated Gap accommodation on site, which is available as part of the package due to the hours of the duties which may sometimes need to be worked. This accommodation is shared with other Gaps and it is possible that two Gaps will need to share a bedroom. The accommodation consists of lounge, kitchen/diner and bathroom. The accommodation has Wi-Fi, washing machine, tumble dryer and dish washer. It is expected that the Gaps keep the accommodation in good, clean and tidy order and are respectful of the school rules whilst living on site.

Gaps will at all times be referred to as Mr... and Miss... by the children, be expected to be smartly dressed during the working day (the minimum expected are smart trousers, shirt and tie for the men and comparable attire for the ladies) in order to ensure that high standards of behaviour and respect by the pupils are maintained.

The Gap is expected to fully immerse themselves in Swanbourne life. The working week includes Saturday mornings assisting on reception, in boarding, and assisting with sporting fixtures against other schools home and away. The Gap is on duty every Sunday during term time; however we have two exeat weekends each term when the boarders leave school and the staff have the weekend off from 1pm Friday until 5pm on Sunday. Every week each gap will have 1 and a half days off. Gaps are expected to attend all INSET's that take place and be available until 8pm on the last day of each term.

All meals are provided in term time however the Gap accommodation has full cooking facilities including toaster and microwave.

RESPONSIBILITIES

- Assisting the Duty Staff in supervising play areas and break-time activities. It is expected that Gaps show initiative in the organisation of informal games with children
- Overseeing and helping the serving of snacks at break time
- Acting as classroom assistant in all subject areas
- Assisting with the delivery of games, assisting and providing coaching for specific teams, supervising changing rooms
- Assisting with Educational and Adventure Trips off site during term time
- Undertaking the preparation of teaching resources: photocopying, laminating, display work etc
- Supervising small groups of children in non-teaching situations
- Being aware of any significant pastoral needs of the children
- Assist in the general setting up of and serving at school events
- Be present at the beginning and the end of each term, half-term and exeat for boarders packing, etc
- Organise, set up, supervise and promote end-of-term disco or similar events
- Perform a variety of admin tasks including collating of registration, answering telephones and anything reasonably requested by the office staff or Bursar
- Supervision of meal times and prep
- Assist Boarding House staff with evening activities
- Assist with morning wake up and breakfast in boarding
- Undertake Matronal duties as part of the wider delivery of the duty of care
- Proactively seeking out opportunities to teach or assist with an activity that reflects one of their talents/ interests

REQUIREMENTS

They will be required to:

- Attend and pass First Aid Training during Inset
- Attend Formal Induction
- Attend and pass Life Guard Training
- Take note of term time requirements/ dates and plan their return to Swanbourne accordingly
- Be fully committed to School life
- Be energetic, enthusiastic and a hard-working person who sets themselves very high professional and personal standards
- Be a good listener
- Be a person who truly enjoys working alongside with children and is able to win their confidence and inspire them
- Have a good telephone manner
- Able to communicate at an appropriate level with staff, pupils, parents and outside agencies

SAFEGUARDING

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times.

If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the Head.

YOUR APPLICATION

DATE OF APPOINTMENT

TBC

CONTRACT TYPE

Full time during term time

SALARY

£6,600 pa

REPORTS TO

Head of Boarding

Please submit a cover letter and a completed application form to personnel@swanbourne.org



**FOR ENQUIRIES ON YOUR
APPLICATION:
01296 720264
PERSONNEL@SWANBOURNE.ORG**



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